
Municipal Clerk Training Guide

New Jersey Statewide Voter Registration System

COVANSYS CORPORATION

Dear Election Official or Staff Member:



Voting is one of the most precious rights we have as Americans, and ensuring integrity in elections is one of government's most solemn responsibilities.

As an election official or staff member, you are an important part of the democratic process in New Jersey. The purpose of these training materials is to provide you with information that is essential to performing your duties.

Through acquisition of the latest electronic voting machine technology, creation of the new, Statewide Voter Registration System and other efforts, we are continuing our state's commitment to modernizing the electoral process.

Over time, many people in our nation fought – and some gave their lives – for the cause of equal voting rights for all individuals. That tells us something about the power of the vote. Like all hard-won rights, the individual's vote is something we should treasure, and treat with great care.

Working together, we will continue to ensure that every eligible New Jersey citizen who wishes to vote has the opportunity to do so, and that the voting process is one marked by inclusiveness, accessibility and – above all -- integrity.

Zulima V. Farber

Attorney General of New Jersey

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CHAPTER 1

Getting Started

In This Chapter

- Overview
- Introduction
- Setting Up Your Password at the First Login
- The Standard Login

Overview

Welcome to the **ElectionNet** course. This course will introduce you to the major features and functions of **ElectionNet**. It is designed to be “hands on.” Your active participation in this course will enable you to begin using **ElectionNet** immediately. Because we believe that you will learn best through active participation in the learning process, your trainer will encourage you to become involved in the class discussions and practice sessions.

Introduction

ElectionNet was designed to standardize and centralize the registration of voters statewide. This online voter registration system using a single centralized database repository decreases any implication of voter fraud by identifying and eliminating duplicate entries. The **New Jersey Statewide Voter Registration System (SVRS)** complies with the federal statutes of the Help America Vote Act of 2002 (HAVA).

ElectionNet is a browser-based system that is accessed through Internet Explorer on the user's PC desktop. While the user is accessing the system through their internet connection, a unique user name and password allows access to a secure intranet. This secure connection allows for the safety and integrity of valuable voter registration records.

ElectionNet provides a user-friendly, graphical user interface (GUI). Users can navigate through the screens by either using the scroll bar or by simply using tab strokes in a predefined order instead of using the mouse. Each screen is designed to maximize efficiency and is designed to enhance usability.

Setting Up Your Password at the First Login

Start the Application

- 1 Start the **ElectionNet** application.

The **Login** screen is displayed.



Figure 1: Login Screen

Login with ID

On the **Login** screen:

- 1 Type your User Name.
- 2 Click on **Login** without filling in a password.

The **Maintain Password** screen is displayed.

Set Up New Password

On the **Maintain Password** screen:

- 1 Leave the Current Password field blank without typing anything.
- 2 Enter a New Password. Your Password can be a combination of alphabetical and/or numeric characters; a maximum of eight characters.
- 3 Repeat the new Password.
- 4 Click on the **Change** pushbutton.

A successful update notification message is displayed.

Login with New Password

After successfully updating your password:

- 1 Click on the [Logout](#) pushbutton.
- 2 Login to the system with your User Name and new Password.

The **Reminders** screen is displayed.

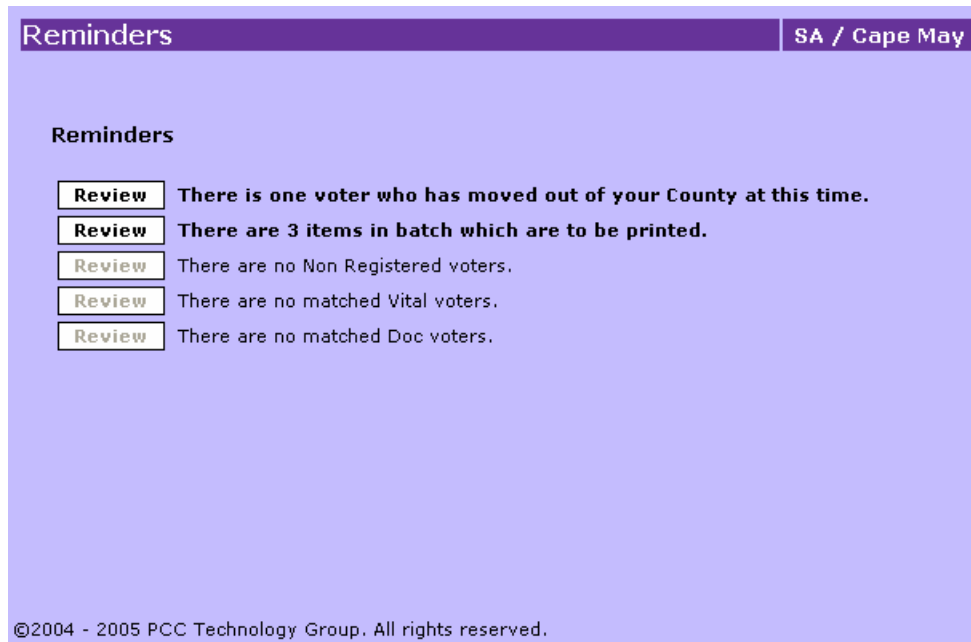


Figure 2: Reminders Screen

The Standard Login

Start the Application

- 1 Start the **ElectionNet** application.

The **Login** screen is displayed.



ElectionNet
Service and Information ... Reformed

Login

User Name:

Password:

Login Reset

Figure 3: Login Screen

Log In to System

On the **Login** screen:

- 1 Enter your User Name.
- 2 Enter your Password.
- 3 Click on the **Login** pushbutton.

The *Reminders* screen is displayed.

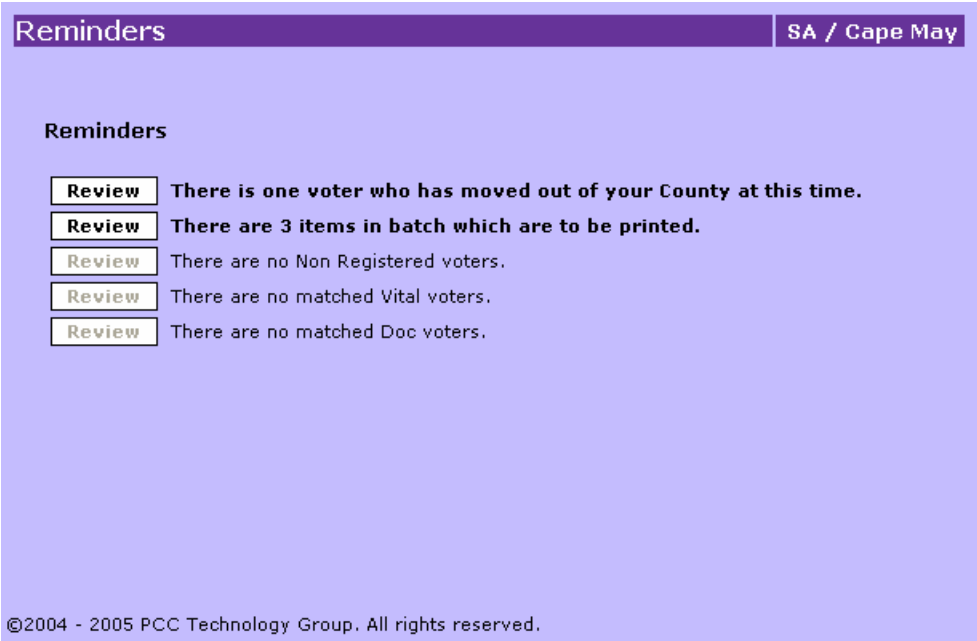


Figure 4: Reminders Screen

Main Menu Navigation

After you have signed onto **ElectionNet**, the Main Menu displays to the left of the **Reminders** screen. The **ElectionNet** Main Menu provides access to the various functions within the following grouped headings:

- **Activities** –allows authorized municipal users to process petitions. Authorized County level users can add voters, search across voters, edit voter registration records, and perform the majority of the voter-registration tasks.
- **Inquiries** - allows authorized users to view records of all the registered voters and voter information for a selected voter record.
- **Reports** – allows authorized users to request and run reports.
- **Help** – accesses the online help system.
- **Logout** – logs the user out of the system.

To expand and view the associated screens within a functional heading, place your cursor over the applicable functional heading until a hand pointer appears and then left-click your mouse to expand the menu.

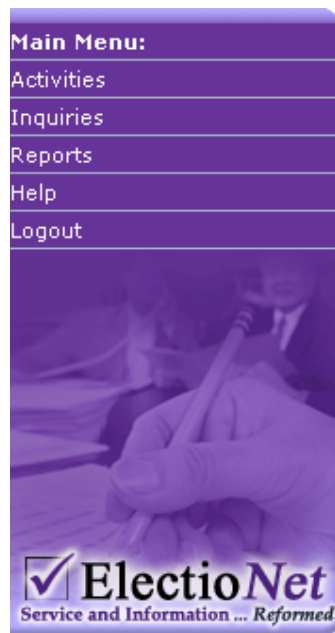


Figure 5: Main Menu Bar

CHAPTER 2

Petitions

The Petitions module permits State, County, or Municipality authorized users to setup and modify petitions and to record voters' participation on the petitions. Once created, County or Municipal Petitions have to be assigned districts. The assigned districts define which voters are eligible to sign. During its lifetime, a petition may have Slogans, Circulators, Recall Committee Members, Referendum Proponents or Committee on Vacancy Members added or removed from it. Signatures are recorded and updated until the Petition Cut-off Date, when the petition is locked.

In This Chapter

- Module 1: Add a Petition
- Module 2: Maintain Petitions
- Module 3: Maintain Slogans
- Module 4: Maintain Circulators
- Module 5: Maintain Recall Committee
- Module 6: Maintain Referendum Proponents
- Module 7: Maintain Committee on Vacancies
- Module 8: District Assignment
- Module 9: Add Signatures

Module 1: Add a Petition

The system tracks the various types of petitions. Security is set on the Petitions module so that County or Municipal authorized users can only Add, Modify or delete petitions being circulated within their jurisdiction, while a State authorized user can only Add, Modify or delete petitions that are being circulated statewide.

Navigation

- 1 Select the [Activities](#) Menu.
- 2 Select [Petitions](#).
- 3 Select [Add Petitions](#).

The **Add New Petition** screen is displayed.

| Add New Petition | | CAPMAY1 / Cape May | |
|-----------------------------------|----------------------|--------------------------|---------------|
| Petition Code | | Petition Name | |
| Candidate Petition Type | | Office Sought | |
| Other Petition Types | | Other | |
| Designation | | | |
| Election Date -- Name | | Election Type | Election Code |
| Election Type | | | |
| Start Date: | | End Date: | |
| Election Cut-Off Date | | Required No. Of Signers | |
| Curable Defects | | Other Description | |
| Memo: | | Delivery Type | |
| | | In Person | |
| Candidate Information | | | |
| Last Name | Middle Name | First Name | Search |
| Gender | Office | Address 1 | |
| Address 2 | Municipality | State | Zip Code |
| Primary Phone | Secondary Phone | Cell Phone | |
| Email | Ineligible Candidate | Reason for Ineligibility | |
| Selected Candidates | | | |
| Add Candidate | | Delete Candidate | |
| Petition Filer Information | | | |
| Last Name | Middle Name | First Name | |
| Petition Filer Type | | | |
| Address 1 | Address 2 | | |
| Municipality | State | Zip Code | |
| Primary Phone | Secondary Phone | | |
| Cell Phone | Email | | |
| Add Petition | | Previous | Reset |

Figure 6: Add New Petition Screen

Enter Petition Information

On the **Add New Petition** screen:

- 1 Enter a Petition Code. The Petition Code must be unique within the Municipality.
- 2 Enter Petition Name
- 3 Optionally select a Candidate Petition Type. The possible values are:
 - <Blank> (Default)
 - Independent Petition
 - Primary
 - County Committee
 - School
- 4 If this is a candidate petition, enter the Office Sought
- 5 If this is not a candidate petition, choose the petition type from the “Other Petition Types”. The possible values are:
 - Recall
 - Referendum
 - Other
- 6 If “Other” is chosen, enter a type in the “Other” Textbox.
- 7 Optionally enter data into the designation fields.
- 8 Choose and Election Date-Name from the drop-down list. All future elections are listed the Election Type and Election code are filled in.
- 9 Enter a Start Date, End Date, and Election Cut-Off Date.
- 10 Enter the Required Number of Signers
- 11 Optionally choose from the Curable Defects drop-down list. Possible values are:
 - No Authorization Letter for Slogan
 - Circulator Not a Signer
 - Circulator Not Notarized
 - Incomplete Oath of Alliance or Not Notarized
 - Incomplete Certificate of Acceptance
 - Missing Criminal Conviction Disclosure
 - Other
 - If Other is chosen, enter a type in the Other Textbox.
 -
- 12 Choose a Delivery Type from the drop-down list. The possible values are:
 - Mail In
 - In Person
- 13 Optionally enter notes into the Memo field.

Candidate Information

If this is a candidate petition, the following information is entered, otherwise skip this subsection:

- 1 Enter a candidate name into the Name fields.
- 2 Click on the [Search](#) pushbutton
- 3 A Popup window with a list of candidates is displayed.
- 4 Select the appropriate Candidate
- 5 The Add New Petition screen is refreshed with the candidate's information.
- 6 Candidate information is displayed.
- 7 If Candidate is ineligible, click on the Check Box.
- 8 If Ineligible Candidate box is clicked enter Reason For Ineligibility.
- 9 If another candidate is to be added to the petition, click on the [Add Candidate](#) pushbutton and repeat the above steps.
- 10 If candidate is to be deleted from the petition, click on the [Delete Candidate](#) pushbutton.

Petition Filer Information

Information can be recorded on the person filing the petition. Petitions do not have to be filed by registered voters. To record petition filer information, click the Petition Filer Information checkbox and follow the steps below

- 1 Click on the Petition Filer Information checkbox to enable the petition filer fields.
- 2 Choose a Petition Filer Type from the drop-down list. The possible values are:
 - Mail In
 - In Person
- 3 Optionally enter the filer name
- 4 Optionally enter the filer address
- 5 Optionally enter the filer Primary Phone Number, Secondary Phone Number, Cell Phone Number, and email address.

Save the data

- 1 Click on the [Add Petition](#) pushbutton.

The petition is created in the system. The **Petition Creation Confirmation** screen is displayed.

Petition Creation Confirmation SA / Cape May

You have successfully added a Petition. If you would like to do any of the following tasks associated with the Petition, click on the appropriate button below

Petition Code 012345

Add Slogan

Add Circulator

Add Recall Committee Member

Add Referendum Proponents

Add Committee on Vacancies

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Figure 7: Petition Creation Confirmation Screen

Module 2: Maintain Petitions

Information on existing petitions can be modified prior to any signers being recorded on the petition. Petition information may be updated, districts may be assigned, and petitions may be deleted. Once a signature has been recorded on a petition, those options are not available.

Modify Petition Information

Petition information can be modified on an existing petition until a signature has been recorded for it, as long as it is prior to the Cut-off Date. Once a signature has been accepted or rejected on the petition, changes are not allowed.

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition to Modify

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Modify Petition** pushbutton.

The **Modify Petition** screen is displayed for the selected petition.

Note: Petitions can not be modified after signers have been accepted or rejected.

| Modify Petition | | CAPMAY1 / Cape May |
|--|---|---------------------------------|
| Petition Code BR234 | Petition Name BRAVEHEART FOR STATE ASSEMBLY | |
| Candidate Petition Type Independent Petition | Office Sought STATE ASSEMBLY | |
| Other Petition Types OTHER | Other | |
| Designation | | |
| Election Date -- Name 06/06/1989-- | | |
| Election Type Primary | Election Code 00008 | |
| Start Date: 08 - 01 - 2005 | | |
| End Date: 09 - 01 - 2005 | | |
| Election Cut-Off Date 05 - 08 - 1989 | | |
| Status Active | | |
| Curable Defects | | |
| Other Description | | |
| Required No. Of Signers 50 | | |
| Tally of Accepted Signatures 0 | | |
| No of Signs Rejected 0 | | |
| No of Signs Withdrawn 0 | | |
| Memo: | | |
| Delivery Type In Person | | |
| Candidate Information | | |
| Last Name | Middle Name | First Name |
| | | |
| Gender | Office | Address 1 |
| | | |
| Address 2 | Municipality | State Zip Code |
| | | |
| Primary Phone | Secondary Phone | Cell Phone |
| | | |
| Email | Ineligible Candidate | Reason for Ineligibility |
| | <input type="checkbox"/> | |
| Selected Candidates | | |
| JONES--MALCOLM | | |
| Add Candidate | | |
| Delete Candidate | | |
| Petition Filer Information | | |
| Last Name | Middle Name | First Name |
| | | |
| Petition Filer Type | | |
| | | |
| Address 1 | Address 2 | |
| | | |
| Municipality | State | Zip Code |
| | | |
| Primary Phone | Secondary Phone | |
| | | |
| Cell Phone | Email | |
| | | |
| Update | | |
| Delete Petition | | |
| Previous | | |
| Reset | | |

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Figure 8: Modify Petition Screen

Change the Petition Information

On the **Modify Petition** screen:

- 1 Make the necessary changes to the petition.
- 2 Click on the **Update** pushbutton.

The petition information is updated.

Note: A petition may not be modified after a signature has been recorded on it.

Delete a Petition

A petition can only be deleted prior to any signers being recorded (either accepted or rejected).

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition to Delete

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Delete Petition** pushbutton.

A delete confirmation pop-up window is displayed.

- 1 Click on the **OK** pushbutton.

The petition is deleted from the system.

Module 3: Maintain Slogans

Multiple slogans can be associated with one petition. The slogan(s) can be changed, deleted, or added as long as the petition is able to be modified.

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Slogan** pushbutton.

The **View Slogan** screen is displayed.

Figure 9: View Slogan Screen

Add Slogan

On the **View Slogan** screen:

- 1 Click on the **Add Slogan** radio button.

A New Entry in the list of slogans appears and is selected.

- 1 Enter the new slogan on the new line.

The new slogan is added to the list of slogans

Update Slogan

On the **View Slogan** screen:

- 1 Click on the slogan to update by selecting the **Select** radio button to the left of the slogan.
- 2 Click on the **Update Slogan** pushbutton.

The selected entry becomes updatable

- 1 Update the slogan as appropriate

The selected slogan is now updated

Delete Slogan

On the **View Slogan** screen:

- 1 Click on the slogan to delete by selecting the **Select** radio button to the left of the slogan.
- 2 Click on the **Delete Slogan** pushbutton.

A pop up window appears asking if you are sure you want to delete the slogan.

- 1 Click on the **OK** button

The selected slogan is deleted from the list.

Module 4: Maintain Circulators

Multiple circulators can be assigned to a petition. To be a valid circulator, the person must be a registered voter in the jurisdiction of the petition.

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Circulator** pushbutton.

The **Circulators** screen is displayed.

| View Circulator | | CAPMAY1 / Cape May | |
|--|-----------|--------------------|---------|
| Petition Code | TESTPET01 | | |
| Circulator | | | |
| Select | Voter Id | Name | Address |
| <div><div>Add New Circulator</div><div>Update Circulator</div><div>Delete Circulator</div></div> | | | |
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Figure 10: Circulators Screen

Add Circulator

On the **Circulators** screen:

- 1 Click on the **Add New Circulator** pushbutton.

The **Search Voter** screen is displayed.

| Search Voter | | | | SA / Cape May |
|--|-------------------------------|--|------------------------------|----------------------|
| Search Type: | | Voter Identifiers: | | |
| <input checked="" type="radio"/> County | | Voter ID | NJ Driver's License/State ID | Legacy ID |
| <input type="radio"/> Statewide | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | Archived Legacy ID | | |
| | | <input type="text"/> | | |
| Search Name: | | Voter Name: | | |
| <input checked="" type="radio"/> Current | | Last Name | First Name | Middle Name |
| <input type="radio"/> Previous | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | Date of Birth | | |
| | | <input type="text"/> - <input type="text"/> - <input type="text"/> | | |
| Search Address: | | Street Address: | | |
| <input checked="" type="radio"/> Current | County | Municipality | Zip | Search Street Name |
| <input type="radio"/> Previous | Cape May <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | | | Street Search |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | | |

Figure 11: Search Voter Screen

Update Circulator

Figure 12: Add Circular Screen

Select the Circulator

On the **Circulators** screen:

- 1 Select the circulator you wish update by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Update Circulator** pushbutton.

The **Add Circulators** screen is displayed.

Update the Information

On the **Add Circulators** screen:

- 1 Update the information as necessary.
- 2 Click on the **Save** pushbutton.

Delete Circulator

On the **Circulators** screen:

- 1 Select the circulator you wish delete by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Delete Circulator** pushbutton

The system prompts asking if you are sure you want to delete this circulator.

- 1 Click on the **OK** pushbutton

The circulator is deleted from this petition.

Module 5: Maintain Recall Committee

Up to ten Recall Committee Members can be assigned to a petition. To be a valid committee member, the person must be a registered voter.

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Recall Committee Member** pushbutton.

The **Recall Committee** screen is displayed.

Figure 13: Recall Committee Screen

Add New Member

On the **Recall Committee** screen:

- 1 Click on the **Add New Member** pushbutton

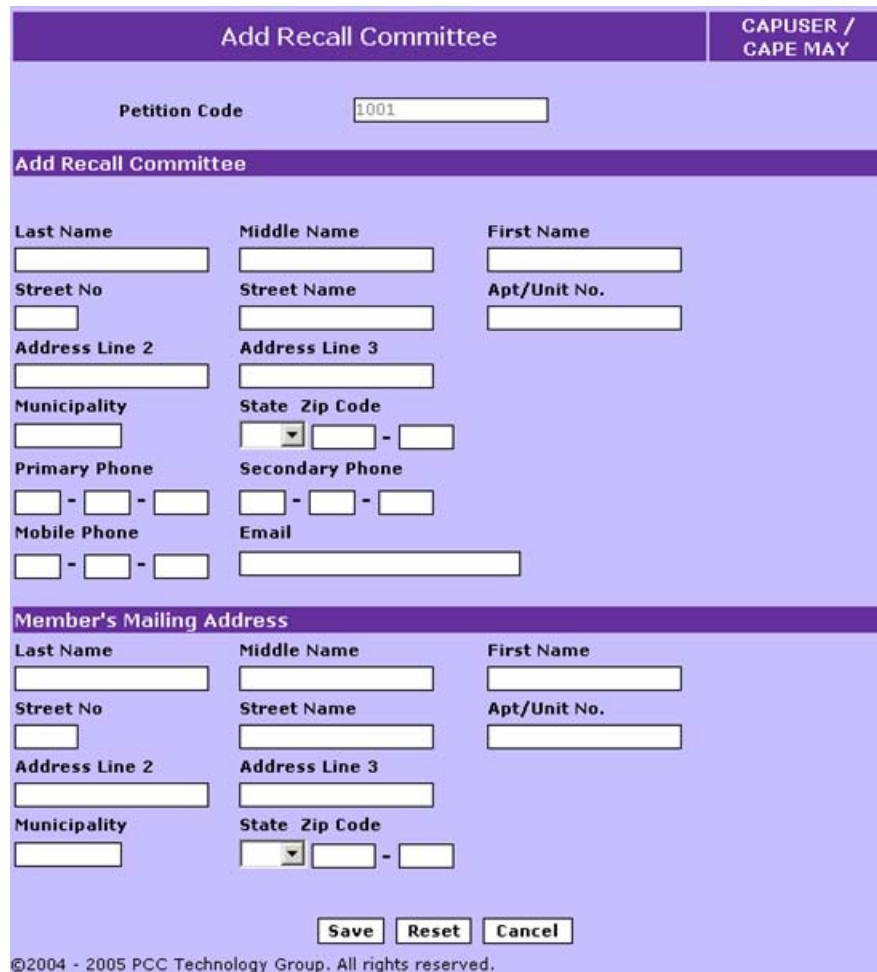
The **Search Voter** screen is displayed.

Select Voter - Add Recall Committee

On the **Search Voter** screen:

- 1 Enter search criteria for the committee member. The search may be either for the county or statewide.
- 2 Click on the **Search** pushbutton

The **Select Voter – Add Recall Committee Member** screen is displayed



Add Recall Committee

Petition Code: 1001

Add Recall Committee

Last Name: Middle Name: First Name:

Street No: Street Name: Apt/Unit No.:

Address Line 2: Address Line 3:

Municipality: State: Zip Code:

Primary Phone: - - Secondary Phone: - -

Mobile Phone: - - Email:

Member's Mailing Address

Last Name: Middle Name: First Name:

Street No: Street Name: Apt/Unit No.:

Address Line 2: Address Line 3:

Municipality: State: Zip Code:

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Figure 14: Select Voter - Add Recall Committee Member Screen

Update Committee Member

On the **Recall Committee** screen:

- 1 Select the committee member you wish update by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Update Committee Member** pushbutton

The system displays the **Add / Update Recall Committee Member** screen, with the previously entered information populating the various fields.

- 1 Update the information as necessary.
- 2 Click on the **Save** pushbutton.

Delete Committee Member

On the **Recall Committee** screen:

- 1 Select the committee member you wish delete by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Delete Committee Member** pushbutton

The system prompts asking if you are sure you want to delete this committee member.

- 1 Click on the **OK** pushbutton

The recall committee member is deleted from this petition.

Module 6: Maintain Referendum Proponents

Up to ten Referendum Proponents can be assigned to a petition. To be a valid referendum proponent, the person must be a registered voter.

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Referendum Proponent** pushbutton.

The **Referendum Proponents** screen is displayed.

View Referendum Proponents

CAPMAY1 / Cape May

Petition Code: ISS1

Referendum Proponents

| Select | Voter Id | Name | Address |
|--------|----------|------|---------|
|--------|----------|------|---------|

Add New Proponent Update Proponent Delete Proponent

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Figure 15: Referendum Proponents Screen

Add New Proponent

Navigation

On the **Referendum Proponents** screen:

- 1 Click on the **Add New Proponent** pushbutton

The **Search Voter** screen is displayed.

Figure 16: Search Voter Screen

Search for a Voter

On the **Search Voter** screen:

- 1 Enter search criteria for the proponent. The search may be either for the county or statewide.
- 2 Click on the **Search** pushbutton.

The **Select Voter – Add Referendum Proponent** screen is displayed

| Search Voter | | | | SA / Cape May |
|--|---|--|--|----------------------|
| Search Type: | | Voter Identifiers: | | |
| <input checked="" type="radio"/> County | | Voter ID | NJ Driver's License/State ID | Legacy ID |
| <input type="radio"/> Statewide | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | Archived Legacy ID | | |
| | | <input type="text"/> | | |
| Search Name: | | Voter Name: | | |
| <input checked="" type="radio"/> Current | | Last Name | First Name | Middle Name |
| <input type="radio"/> Previous | | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| | | Date of Birth | | |
| | | <input type="text"/> - <input type="text"/> - <input type="text"/> | | |
| Search Address: | | Street Address: | | |
| <input checked="" type="radio"/> Current | County | Municipality | Zip | Search Street Name |
| <input type="radio"/> Previous | Cape May <input type="button" value="v"/> | <input type="text"/> <input type="button" value="v"/> | <input type="text"/> | <input type="text"/> |
| | | | <input type="button" value="Street Search"/> | |
| <input type="button" value="Search"/> <input type="button" value="Reset"/> | | | | |

Figure 17: Search Voter Screen

Select Voter

On the **Select Voter – Add Referendum Proponent** screen:

- 1 Select a Referendum Proponent by clicking on the **Select** radio button to the left of the appropriate voter.
- 2 Click on the **Select** pushbutton.

The **Add Proponent** screen is displayed.

Add Referendum Proponent CAPUSER / CAPE MAY

Petition Code 1001

Add Referendum Proponent

| | | |
|--|--|----------------------|
| Last Name | Middle Name | First Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street No | Street Name | Apt/Unit No. |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address Line 2 | Address Line 3 | |
| <input type="text"/> | <input type="text"/> | |
| Municipality | State | Zip Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Primary Phone | Secondary Phone | |
| <input type="text"/> - <input type="text"/> - <input type="text"/> | <input type="text"/> - <input type="text"/> - <input type="text"/> | |
| Mobile Phone | Email | |
| <input type="text"/> - <input type="text"/> - <input type="text"/> | <input type="text"/> | |

Proponent's Mailing Address

| | | |
|----------------------|----------------------|----------------------|
| Last Name | Middle Name | First Name |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Street No | Street Name | Apt/Unit No. |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Address Line 2 | Address Line 3 | |
| <input type="text"/> | <input type="text"/> | |
| Municipality | State | Zip Code |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

Save Reset Cancel

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Figure 18: Add Proponent Screen

Add the Proponent

On the **Add Proponent** screen:

- 1 Optionally update the proponent Name Address, and Phone numbers.
- 2 Optionally enter a Business Address.
- 3 Click on the **Save** pushbutton.

The system returns to the **Referendum Proponents** screen, with the entered voter information populating the various fields.

Update Proponent

On the **Referendum Proponents** screen:

- 1 Select the proponent you wish update by clicking on the Select radio button to the left of the appropriate name.
- 2 Click on the **Update Proponent** pushbutton

The system displays the **Add Proponent** screen, with the previously entered information populating the various fields.

- 1 Update the information as necessary.
- 2 Click on the **Save** pushbutton.

Delete Proponent

On the **Referendum Proponents** screen:

- 1 Select the proponent you wish delete by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Delete Proponent** pushbutton

The system prompts asking if you are sure you want to delete this committee member.

- 1 Click on the **OK** pushbutton

The Referendum Proponent is deleted from this petition.

Module 7: Maintain Committee on Vacancies

Up to 3 members in the Committee on Vacancies can be assigned to a petition. To be a valid Committee Member, the person must be a registered voter.

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Committee on Vacancies** pushbutton.

The **View Committee on Vacancies** screen is displayed.

View Committee on Vacancies

CAPMAY1 / Cape May

Petition Code: ISS1

Committee on Vacancies

| Select | Voter Id | Name | Address |
|--------|----------|------|---------|
|--------|----------|------|---------|

Add New Member Update Member Delete Member

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Figure 19: View Committee on Vacancies Screen

Add New Member

On the **View Committee on Vacancies** screen:

- 1 Click on the **Add New Member** pushbutton

The **Search Voter** screen is displayed.

Enter Search Criteria

On the **Search Voter** screen:

- 1 Enter search criteria for the committee member. The search may be either for the county or statewide.
- 2 Click on the **Search** pushbutton

The **Select Voter – Add Committee on Vacancies** screen is displayed.

Search Voter SA / Cape May

Search Type:
☒ County
☐ Statewide

Search Name:
☒ Current
☐ Previous

Search Address:
☒ Current
☐ Previous

Search Street Address:
 County: Municipality: Zip: Search Street Name: **Street Search**

Voter Identifiers:
 Voter ID:
 NJ Driver's License/State ID:
 Legacy ID:
 Archived Legacy ID:

Voter Name:
 Last Name: First Name: Middle Name:
 Date of Birth: - -

Search **Reset**

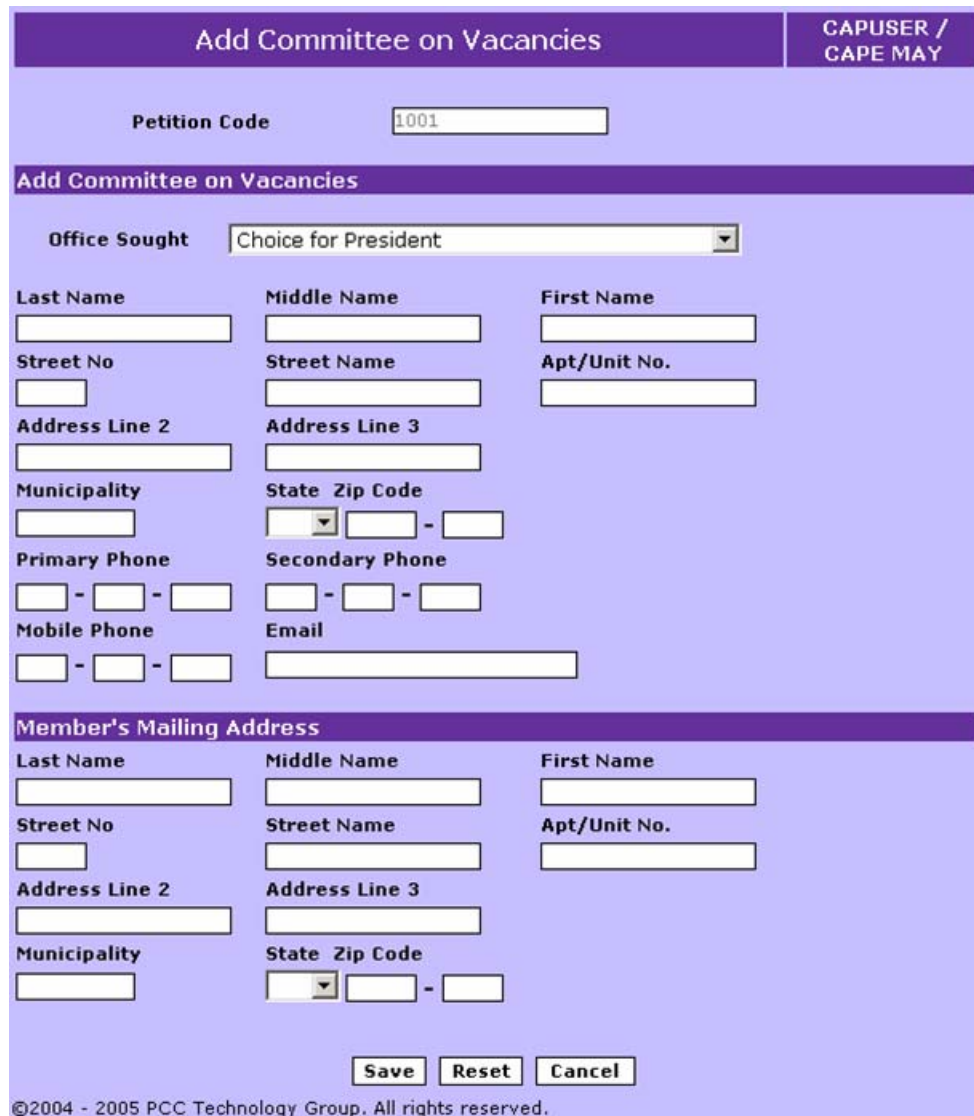
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Figure 20: Search Voter Screen

Select the Committee Member

- 1 On the **Select Voter – Add Committee on Vacancies** screen:
- 2 Select the Committee Member by clicking on the **Select** radio button to the left of the appropriate voter.
- 3 Click on the **Select** pushbutton.

The **Add / Update Committee on Vacancies** screen is displayed.



Add Committee on Vacancies CAPUSER / CAPE MAY

Petition Code 1001

Add Committee on Vacancies

Office Sought Choice for President

Last Name Middle Name First Name

Street No Street Name Apt/Unit No.

Address Line 2 Address Line 3

Municipality State Zip Code

Primary Phone Secondary Phone

Mobile Phone Email

Member's Mailing Address

Last Name Middle Name First Name

Street No Street Name Apt/Unit No.

Address Line 2 Address Line 3

Municipality State Zip Code

Save Reset Cancel

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Figure 21: Add / Update Committee on Vacancies Screen

Enter the Member Information

On the **Add / Update Committee on Vacancies** screen

- 1 Select the Office Sought by this Voter
- 2 Optionally update the proponent Name Address, and Phone numbers.
- 3 Optionally enter a Business Address.
- 4 Click on the **Save** pushbutton.

The system returns to the **View Committee on Vacancies** screen, with the entered voter information populating the various fields.

Update Committee Member

On the **View Committee on Vacancies** screen:

- 1 Select the committee member you wish update by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Update Member** pushbutton

The system displays the **Add / Update Committee on Vacancies** screen, with the previously entered information populating the various fields.

- 1 Update the information as necessary.
- 2 Click on the **Save** pushbutton.

Delete Committee Member

On the **View Committee on Vacancies** screen:

- 1 Select the committee member you wish delete by clicking on the **Select** radio button to the left of the appropriate name.
- 2 Click on the **Delete Member** pushbutton

The system prompts asking if you are sure you want to delete this committee member.

- 1 Click on the **OK** pushbutton

The Committee Member is deleted from this petition.

Module 8: District Assignment

Voting Districts are assigned to specific petitions based on the type of petition it is. The assigning voting districts will control which voters are considered eligible to participate on a petition. Only voter records within the specified districts will be retrieved when recording signatures.

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition to Assign Districts

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Assign Districts** pushbutton.

The **Assign Voting Districts to a County Petition** screen is displayed.

Note: Districts may not be assigned after a signature has been recorded on the petition.

Figure 22: Assign Voting Districts to a County Petition Screen

Assign Voting Districts

On the **Assign Voting Districts to a County Petition** screen, The "Municipalities to Assign" list and "Assigned Municipalities" list are displayed side by side for district assignment:

- 1 Assign Municipalities by selecting a Municipality under the "Municipalities to Assign" list and clicking on the >> assignment pushbutton.
 - Hold down the CTRL key to select multiple Municipalities in the list.
 - Hold down the SHIFT key to select a range of Municipalities.
 - All>> and <<All moves all Municipalities from one list to the other.

- 2 Remove Municipalities by clicking on a Municipality under the "Assigned Municipalities" list and clicking on the << removal pushbutton.
 - Hold down the CTRL key to select multiple Municipalities in the list.
 - Hold down the SHIFT key to select a range of Municipalities.
 - All>> and <<All moves all Municipalities from one list to the other.

Once the municipalities are chosen, the Wards and Districts for those Municipalities will appear in the "Ward + District to Assign" list. They will be in the format of *Ward-District*. If a Ward has no district, then "00" will be used in place of a district, such as "Trenton-00".

- 1 Select the districts to assign to the petition by using the second set of >>, <<, All>>, and <<All pushbuttons as detailed above.
- 2 Click on the Update pushbutton.

The petition is updated with the Voting District assignment.

Module 9: Add Signatures

After a petition has been added in the system, signatures may be added to the petition as accepted or rejected, prior to the Cut-off date. After the Cut-Off date, no changes may be made to the petition.

- The system keeps a tally of accepted and rejected signatures. The counts are generated by the system as signatures are accepted or rejected.
- Multiple voter records may be updated at one time for a petition. The selection checkbox must be clicked for each voter to be updated. The petition may be added to each voter's history record by selecting the status of "Accepted." The system will interpret this as a valid signature on the petition, and the "Total Accepted Signatures" tally displayed for the petition is incremented.
- A rejected signature may be added to the petition, and the system will increment the "Total Rejected Signatures" tally.
- A previously accepted signature may be removed from a petition for a particular voter, if it had been erroneously added, which will decrease the "Total Accepted Signatures" tally.

Record Signatures

Selecting a petition and searching for voters allows a list of potential signers to be created for that petition based on the search criteria entered. The authorized user may then choose to view the voter's signature, and accept or reject signatures as needed.

Navigation

- 1 Select the **Activities** Menu.
- 2 Select **Petitions**.
- 3 Select **Maintain Petitions**.

The **Petitions** screen is displayed.

Select a Petition

On the **Petitions** screen:

- 1 Select a petition by clicking on the radio button next to it.
- 2 Click on the **Add Signatures** pushbutton.

The **Search Signers** screen is displayed.

Note: If the Petition has reached its Cut-off date, an error message is displayed and signatures cannot be added.

| Search Signers | | CAPUSER / CAPE MAY | | | | | | |
|--|---|-----------------------|---------------------|----------------------|--------------------|-------------------------------------|----------------------|----------------------|
| Petition Information: | | | | | | | | |
| Petition Code 1001 | Petition Name Sample Petition | | | | | | | |
| Start Date: 09/06/2005 | End Date: 10/06/2005 | | | | | | | |
| Election Name & Date MUNICIPAL ELECTION 2005 | Election Cut-Off Date 09/16/2005 | | | | | | | |
| Number of Required Signatures 20 | Running Total of Accepted Signatures 0 | | | | | | | |
| Running Total of Rejected Signatures 0 | Running Total of Withdrawn Signatures 0 | | | | | | | |
| Slogan <input type="text" value="THIS IS A SAMPLE SLOGAN"/> | Office Sought Office | | | | | | | |
| <input checked="" type="radio"/> Voter Name: <table border="1"> <tr> <td>Last Name</td> <td>First Name</td> <td>Middle Name</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> | | | Last Name | First Name | Middle Name | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Last Name | First Name | Middle Name | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | |
| <input type="radio"/> Voter Address: District <table border="1"> <tr> <td>Municipality</td> <td>Ward</td> <td>District</td> </tr> <tr> <td><input type="text" value="Avalon"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> | | | Municipality | Ward | District | <input type="text" value="Avalon"/> | <input type="text"/> | <input type="text"/> |
| Municipality | Ward | District | | | | | | |
| <input type="text" value="Avalon"/> | <input type="text"/> | <input type="text"/> | | | | | | |
| <input type="radio"/> Voter Address- Street <table border="1"> <tr> <td>Municipality</td> <td>Street Number</td> <td>Street Name</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table> | | | Municipality | Street Number | Street Name | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Municipality | Street Number | Street Name | | | | | | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | | | | | | |
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Figure 23: Search Signers Screen

Search for Voters

Search by Voter Name

On the **Search Signers** screen:

- 1 Click on the **Voter Name** radio button.
- 2 Enter criteria to search for a specific voter or for a group of voters:

- Last Name
 - Last Name and First Name
 - First Name
 - First Name and Middle Name
 - Middle Name
 - Middle Name and Last Name
- 3 Click on the [Search Voter](#) pushbutton.

The **Signers Search Result** screen is displayed.

Search by District

On the **Search Signers** screen:

- 1 Click on the [Voter Address - District](#) radio button.
- 2 Enter criteria to search for a specific voter or for a group of voters:
 - Municipality
 - Ward
 - District (Choose “00” if the ward has no districts)
- 1 Click on the [Search Voter](#) pushbutton.

The **Signers Search Result** screen is displayed.

Search for Voters by Address

On the **Search Signers** screen:

- 1 Click on the [Voter Address - Street](#) radio button.
- 2 Enter the criteria by which to search for a specific voter or for a group of voters:
 - Select a city from the drop down list.
 - Enter a street name.
 - Optionally enter a street number.
- 3 Click on the [Search Voter](#) pushbutton.

The **Signers Search Result** screen is displayed.

Note: If searching by Address, the City and Street Name are required.

Review Signatures

The scanned signature may be viewed on a voter's petition record for comparison to the signature on the petition.

View the Voter's Signature

On the **Signers Search Result** screen:

- 1 Click on the [Voter Signature](#) link under the address of the desired voter.

The scanned signature from the Voter Registration Card is displayed in a pop-up window.

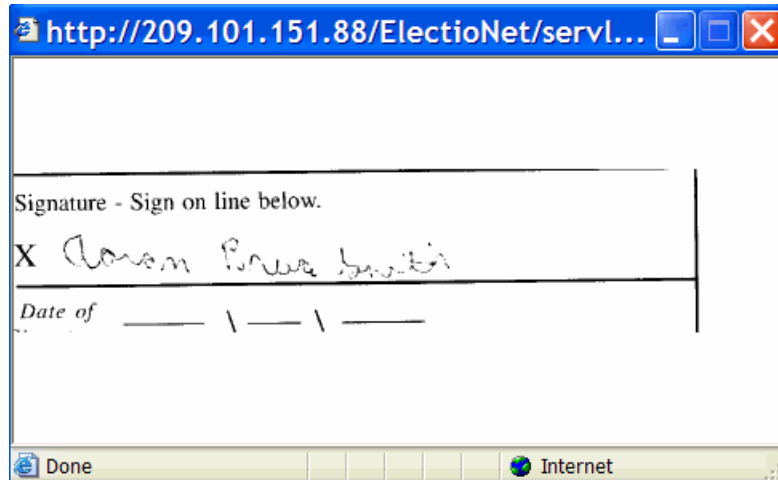


Figure 24: Signature Image Pop-Up Window

Close the Scanned Image Window

On the scanned image pop-up window:

- 1 Click on the **X** in the upper right-hand corner of the window.

The pop-up window closes.

Accept or Reject Signatures

Accept Signatures

Voter signatures may be accepted for a petition. When signatures are accepted for a petition, the following occurs:

- A record for this petition is added to each voter record.
- The petition record is updated with the names of the voters.
- The names are highlighted in red on the **Signers Search Result** screen.
- The "Previous Status" is updated to "Accepted".
- The "Running Total of Accepted Signatures" tally is incremented by the number of accepted signatures.

Mark Signatures as Accepted

On the **Signers Search Result** screen:

- 2 Select a voter by clicking on the checkbox to the left of the record.
- 3 Enter the Date of the Signature.
- 4 Optionally enter the Page Number. (If no page number is available, leave as "0".)
- 5 Optionally enter the Sequence Number. (If no sequence number is available, leave as "0".)
- 6 Select the status of "Qualified". Voter Signature Status drop-down choices are:

- Qualified
 - Rejected
 - Withdrawn
 - Challenged

7 Click on the **Update** pushbutton.

The selected voter record(s) are updated in the system. A record for this petition is added to each voter record, with the status of "Qualified".

Reject Signatures of Found Voters

Voter signatures may be rejected for the petition. When signatures are rejected for a petition, the following occurs:

- A record for this petition is added to each voter record, with the status of "Rejected".
- The petition record is updated with the names of the voters.
- The names are highlighted in red on the **Signers Search Result** screen.
- The "Previous Status" is updated to "Rejected".
- The "Running Total of Rejected Signatures" tally is incremented by the number of rejected signatures.

Mark Signatures as Rejected

On the **Signers Search Result** screen:

- 8 Select a voter by clicking on the checkbox to the left of the record.
- 9 Enter the Date of the Signature.
- 10 Enter the Page Number. (If no page number is available, leave as "0".)
- 11 Enter the Seq. Number. (If no sequence number is available, leave as "0".)
- 12 Select the status of "Rejected". Voter Signature Status drop-down choices are:
 - Qualified
 - Rejected
 - Withdrawn
 - Challenged

13 Select the appropriate reason for rejection from the Reject Reason drop-down box.

14 Click on the **Update** pushbutton.

The selected voter record(s) are updated in the system. A record for this petition is added to each voter record, with the status of "Rejected".

Reject Signature Due to Voter Not Found

A voter who is not in the system may be added as a rejected signer. These voters are held internally in a separate table. When a rejected signer is added, the following occurs:

- The petition record is updated with the names of the voters.
- The "Running Total of Rejected Signatures" tally is incremented by the number of rejected signatures.

Add the Rejected Record

On the **Signers Search Result** screen:

- 1 Click on the **Voter Not Found** pushbutton.

The **Add Rejected Signer** screen is displayed in a pop-up window, with the Petition Code displayed.



Figure 25: Add Rejected Signer Screen

Enter Information on Rejected Signer

On the **Add Rejected Signer** screen:

- 1 Enter the First Name.
- 2 Optionally enter the Middle Name.
- 3 Enter the Last Name.
- 4 Enter the Page No. (If no page number is available, enter "0".)
- 5 Enter the Seq. No. (If no sequence number is available, enter "0".)
- 6 Enter the Signed Date.
- 7 The Status defaults to "Rejected".
- 8 The Reject Reason defaults to "Not a Registered Voter".
- 9 Click on the **Add Signer** pushbutton.

You are returned to the **Signers Search Result** screen.

Withdraw a Recorded Signature

A previously accepted Voter's signature should be withdrawn only if the voter was marked in the system in error as signing the petition. When signatures are withdrawn for a petition, the following occurs:

- A record for this petition is added to each voter record, with the status of "Withdrawn".
- The petition record is updated with the names of the voters.
- The "Running Total of Accepted Signatures" tally is decreased by the number of deleted signatures.
- If a signature has been flagged as "Withdrawn", it may later be changed to "Accepted" or "Rejected".

Note: No changes or withdraws can be made to the petition once the Lock-Down date has been reached.

Search for a Voter

Select a petition and search for a voter.

Delete the Signature

On the **Signers Search Result** screen:

- 1 Select a voter who has been added to the petition as Accepted by clicking on the checkbox to the left of the record.
- 2 Select the status of "Withdrawn".
- 3 Optionally enter a comment in the Memo field.
- 4 Click on the **Update** pushbutton.

The voter record is updated in the system. A record for this petition is added to the voter record, with the status of "Withdrawn".

Note: The "Running Total of Accepted Signatures" tally is decreased by one.

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CHAPTER 3

Inquiries

The Inquiry module allows an authorized user to select and review voter data and system records. It provides a quick method to retrieve an existing voter's record and view information on the voter, change, or delete the voter.

In This Chapter

- Module 1: Voter Registration Inquiry
- Module 2: Voter Absentee Application Inquiry
- Module 3: Voter Absentee Ballot Inquiry
- Module 4: Voter Deletions Inquiry
- Module 5: County Data Inquiry
- Lesson 6: Purged Voter Inquiry

Module 1: Voter Registration Inquiry

A County or Statewide Voter Registration inquiry may be conducted for a voter using various search criteria. The Voter Registration information can be viewed, as well as the Voter's Previous Name, Previous Address, Election History, scanned signature, scanned registration card, Audit History, Purge/Cancellation History, Party History, and Poll Worker History. These each will display in a pop-up window when the corresponding pushbutton is clicked.

The following functions can be performed to a voter's record from the Voter Registration Inquiry process:

- View a Voter's Record
- Display Signature

Search for Voter

Searches for voters through the Inquiry module may be conducted either Statewide or within a County using any voter identifiers or name criteria, i.e. Voter ID, Last Name, Driver's License Number, etc. Searches for voters may also be conducted within a specified city using a street address.

Navigation

- 5 Select the **Inquiries** Menu.
- 6 Select **Voter Registration**.

The ***Inquiry Voter Registration*** search screen is displayed.

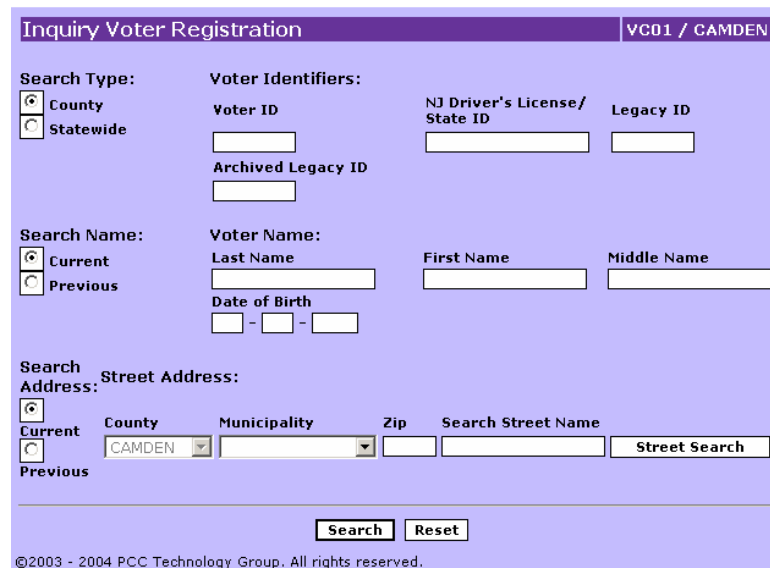


Figure 26: Inquiry Voter Registration Screen

Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers
- Search by Voter Name
- Search by Street Address

Search by Voter Identifiers

On the ***Inquiry - Voter Registration*** screen:

- 1 Select either the **County** or **Statewide** radio button.
- 2 Enter one of the following search criteria:
 - Voter ID
 - NJ Drivers License / NJ State ID No. searches)
 - Legacy ID
 - Archived Legacy ID
- 3 Click on the **Search** pushbutton.

If any matches are found, the ***Select Voter - Inquiry Voter Registration*** screen is displayed.

If no matches are found, a notification message of "No Voters Found" is displayed.

Search by Voter Name

On the ***Inquiry - Voter Registration*** screen:

- 1 Select either the **Current** or **Previous** radio button.
- 2 Enter any of the following voter search criteria:
 - Partial or Full Last Name (see note)
 - Partial or Full First Name (see note)
 - Middle Name
 - Any of the above + DOB
 - Partial or Full Last Name Only (see note)
 - DOB Only
- 3 Click on the **Search** push button.

If any matches are found, the **Select Voter - Inquiry Voter Registration** screen is displayed.

If no matches are found, a notification message of "No Voters Found" is displayed.

Note: Partial Name Searches are permitted on the First Name and Last Name. At least the first character of the Last Name and/or the first character of the First Name must be entered.

Search by Street Address

Enter Street Search Criteria

On the ***Inquiry - Voter Registration*** screen:

- 1 Select either the **Current** or **Previous** radio button.
- 2 Select a city from the drop-down list.
- 3 Enter at least the first letter of a street name in the Search Street Name field.
- 4 Click on the **Street Search** pushbutton.

The **Activities Search – Streets** screen is displayed with a list of all streets in the county/city with initial character(s) that match those entered.

Note: Searching on a partial street name can be more effective.

View Street Ranges

On the **Activities Search – Streets** screen:

- 1 Click on the **View** pushbutton to the right of the street name.

The **Address Name Street - Display Street Addresses** pop-up window displays the street ranges for the selected street.

Select a Street

On the **Activities Search – Streets** pop-up window:

- 1 Select a street by clicking on the radio button to the left of the name.
- 2 Click on the **Select** pushbutton at the bottom of the list.

The pop-up window closes and the selected street name appears in the **Street Name** field.

Conduct the Search

On the **Inquiry - Voter Registration** screen:

- 1 Click on the **Search** pushbutton.

The **Select Voter - Inquiry Voter Registration** screen is displayed with all voters who reside on the selected street.

Review Search Results

Voters with matching criteria are displayed on the **Select Voter – Inquiry Voter Registration** screen.

- View a Voter Record (on page 56) to view the voter's record.
- Scan/Print Process (on page 62) for scanning and printing options.

Note: Purge a Voter is only available for a State level user.

| Select Voter - Inquiry Voter Registration | | | | | | | | | | CAPMAY1 / Cape May | |
|---|--------|-----------|------------|-------------|--------|---------------|---|-----------|----------------|--------------------|-------------------|
| Select | Status | Last Name | First Name | Middle Name | Suffix | Date of Birth | Residence Address | Voter Id | Deleted Reason | Deleted Date | Party Affiliation |
| <input type="checkbox"/> | | SMITH | AIMEE | | | 06/19/1934 | 619 BREAKWATER RD, LOWER, NJ 08204 | 108002171 | | | Unaffiliated |
| <input type="checkbox"/> | | SMITH | ALBERT | C | | 10/05/1948 | 7 FURLONG DR, DENNIS, NJ 08210 | 108041531 | | | Republican* |
| <input type="checkbox"/> | | SMITH | ALBERT | C | SR | 05/23/1921 | 1402 RT 9 S, Unit 21, MIDDLE, NJ 08210 | 108055641 | | | Unaffiliated |
| <input type="checkbox"/> | | SMITH | ALEC | H | | 04/09/1966 | 13 LINDA LN, MIDDLE, NJ 08204 | 108036744 | | | Republican* |
| <input type="checkbox"/> | | SMITH | ALEICIA | N | | 01/16/1972 | 10 GEORGE ST, MIDDLE, NJ 08210 | 108027030 | | | Republican* |
| <input type="checkbox"/> | | SMITH | ALFRED | EDWARD | | 05/30/1921 | 106 W TRENTON AVE, WILDWOOD CREST, NJ 08260 | 108022559 | | | Unaffiliated |
| <input type="checkbox"/> | | SMITH | ALICE | L | | 12/15/1977 | 5 SCHULER TER, UPPER, NJ 08230 | 108043109 | | | Unaffiliated |
| <input type="checkbox"/> | | SMITH | ALMA | H | | 08/23/1917 | 615 E 1ST ST, OCEAN, NJ 08226 | 108044066 | | | Democratic* |
| <input type="checkbox"/> | | SMITH | ALMA | V | | 02/26/1944 | 12 BAYAIRE RD, UPPER, NJ 08223 | 108032915 | | | Republican* |
| <input type="checkbox"/> | | SMITH | AMY | S | | 04/22/1967 | 2389 DUNE DR, AVALON, NJ 08202 | 108027437 | | | Green Party |

1 2 3 4 5 6 7 8 9 10 >>

Note: If status is blank, that implies the voter status is Active

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Figure 27: Select Voter - Inquiry Voter Registration Screen

View a Voter Record

The following can be viewed on a voter's record from the ***Inquiry - View Voter Registration*** screen:

- Previous Name
- Previous Addresses
- Previous Party
- Election History
- Display Signature
- Audit History
- Deleted History
- Poll Worker History

Select a Voter Record to View

On the ***Select Voter – Inquiry Voter Registration*** screen:

- 1 Select a voter by clicking the **Select** radio button next to the name.
- 2 Click on the **View** pushbutton at the bottom of the screen.

The ***Inquiry – View Voter Registration*** screen is displayed.

| Inquiry - View Voter Registration | | VC01 / CAMDEN | | | | | | | | | | | | | | | |
|--|--|---|---------------|----------------------|-------------|----------------|----------------|------------|----------|-------|----------|-----------------|--|--|---------------|--|--|
| Previous Name | Previous Address | Previous Party | | | | | | | | | | | | | | | |
| Voter Information: Voter's Name: Date of Birth: Voter ID: 000008651 NJ Driver's License / State ID: Legacy ID: Archived Legacy ID: | Residence Address: County: CAMDEN Unit: Address Line 2: Address Line 3: Municipality: State: Zip: | Party Information: Current Party: Unaffiliated Party Privilege Date: | | | | | | | | | | | | | | | |
| Status Information: Voting Privilege Date: Current Status: Date Last Voted: Poll Worker Status: | Miscellaneous: Gender: Absentee Ballot Type: None Registration Type: | | | | | | | | | | | | | | | | |
| <div> <div>Display Signature</div> <div>Poll Worker History</div> <div>Audit History</div> <div>Deleted History</div> <div>Election History</div> </div> | | | | | | | | | | | | | | | | | |
| Mailing Address: <table> <tr> <td>Street Number</td> <td>Street Name/P.O. Box</td> <td>Unit</td> </tr> <tr> <td>Address Line 2</td> <td>Address Line 3</td> <td></td> </tr> <tr> <td>City</td> <td>State</td> <td>Zip Code</td> </tr> <tr> <td>Country:</td> <td></td> <td></td> </tr> </table> | | | Street Number | Street Name/P.O. Box | Unit | Address Line 2 | Address Line 3 | | City | State | Zip Code | Country: | | | | | |
| Street Number | Street Name/P.O. Box | Unit | | | | | | | | | | | | | | | |
| Address Line 2 | Address Line 3 | | | | | | | | | | | | | | | | |
| City | State | Zip Code | | | | | | | | | | | | | | | |
| Country: | | | | | | | | | | | | | | | | | |
| Districts: <table> <tr> <td>Congressional</td> <td>School</td> <td>Legislative</td> </tr> <tr> <td>Fire</td> <td>Ward</td> <td>Freeholder</td> </tr> <tr> <td>District</td> <td></td> <td></td> </tr> <tr> <td>Regional School</td> <td></td> <td></td> </tr> <tr> <td>Polling Place</td> <td></td> <td></td> </tr> </table> | | | Congressional | School | Legislative | Fire | Ward | Freeholder | District | | | Regional School | | | Polling Place | | |
| Congressional | School | Legislative | | | | | | | | | | | | | | | |
| Fire | Ward | Freeholder | | | | | | | | | | | | | | | |
| District | | | | | | | | | | | | | | | | | |
| Regional School | | | | | | | | | | | | | | | | | |
| Polling Place | | | | | | | | | | | | | | | | | |
| Memo: <div></div> | | | | | | | | | | | | | | | | | |
| <div>Previous</div> | | | | | | | | | | | | | | | | | |

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Figure 28: Inquiry - View Voter Registration Screen

View Previous Name

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Previous Name** pushbutton.

The voter's name history is displayed in the ***Inquiry - Previous Name*** pop-up window.

Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

View Previous Address

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Previous Address** pushbutton.

The voter's address history is displayed in the ***Inquiry - Previous Addresses*** pop-up window.

| Change Date | Street Number | Street Name | Address Line1 | Address Line2 | Unit | Municipality | State | Zip Code |
|-------------|---------------|-------------|---------------|---------------|------|--------------|-------|----------|
|-------------|---------------|-------------|---------------|---------------|------|--------------|-------|----------|

Figure 29: Inquiry - Previous Addresses Screen

Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

Display Signature

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Display Signature** pushbutton.

NOTE: Signature viewing is to be used for comparison purposes ONLY.

The signature image should not be copied, printed, or distributed in any manner.

The scanned signature is displayed in the ***Inquiry – Voter Signature*** popup window.

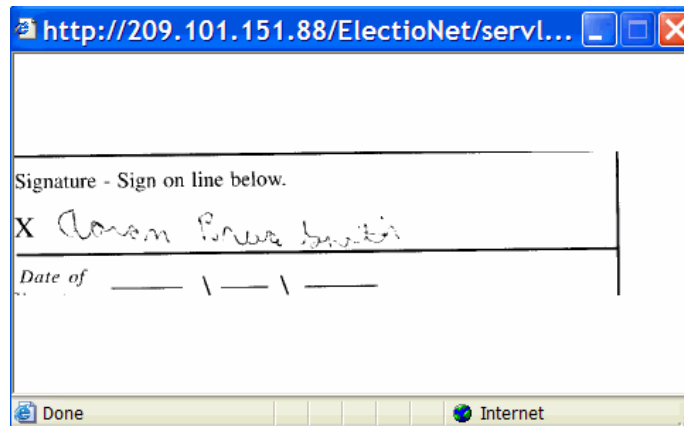


Figure 30: Signature Image Pop-Up Window

Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **X** in the upper right-hand corner of the window.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

View Poll Worker History

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Previous Address** pushbutton.

The voter's history as a poll worker is displayed in the ***Poll Worker History*** pop-up window.

Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

View Audit History

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Audit History** pushbutton.

The voter's audit history is displayed in the ***Inquiry – Voter Change Audit History*** pop-up window.



Figure 31: Inquiry - Voter Change Audit History Screen

Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

View Deleted History

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Deleted History** pushbutton.

The purged/cancelled voters are displayed in the ***Inquiry – Deleted History*** pop-window.



| Deleted Date | Deleted Reason | Voter ID | Last Name | First Name | Old Address | New Address | DOB |
|--------------|----------------|----------|-----------|------------|-------------|-------------|-----|
|--------------|----------------|----------|-----------|------------|-------------|-------------|-----|

Close

Legend :
Purge/Can Date=Purge/Cancellation Date
Reason for Purge/Can=Reason for Purge/Cancellation

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Figure 32: Inquiry - Deleted History Screen

Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

View Election History

On the ***Inquiry – View Voter Registration*** screen:

- 1 Click on the **Election History** pushbutton.

The voter's Election History is displayed in the ***Inquiry – Voter Election History*** pop-up window.

| Date | El.Type | El.Category | Ballot Type | MutyVotIn | Pty Affn | CtyVotIn | Memo |
|--|---------|-------------|-------------|-----------|----------|----------|------|
| 11/02/2004-GENERAL ELECTION, NOV 2, 2004 | General | S | | | | | |

Close

Sel=Selected Date
El.Type=Election Type
En.Type=Entry Type
CtyVotIn=County Voted In
PtyAffn=Party Affiliation

Date=Election Date
Category=Election Category
Prod=Id Produced
Muty.VotIn=Municipality Voted In

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Figure 33: Inquiry - Voter Election History Screen

Close the Pop-Up Window

On the pop-up window:

- 1 Click on the **Close** pushbutton.

The pop-up window closes and the ***Inquiry – View Voter Registration*** screen is displayed.

Module 2: Voter Absentee Application Inquiry

This function allows the authorized user to view the Absentee Application History for a specific voter. A County or Statewide inquiry may be conducted using various search criteria. The Absentee Application History on the voter may be viewed, but not altered, from this module.

Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Voter Absentee Application**.

The **Inquiry Voter Absentee Application** screen is displayed.

Figure 34: Inquiry Voter Absentee Application Screen

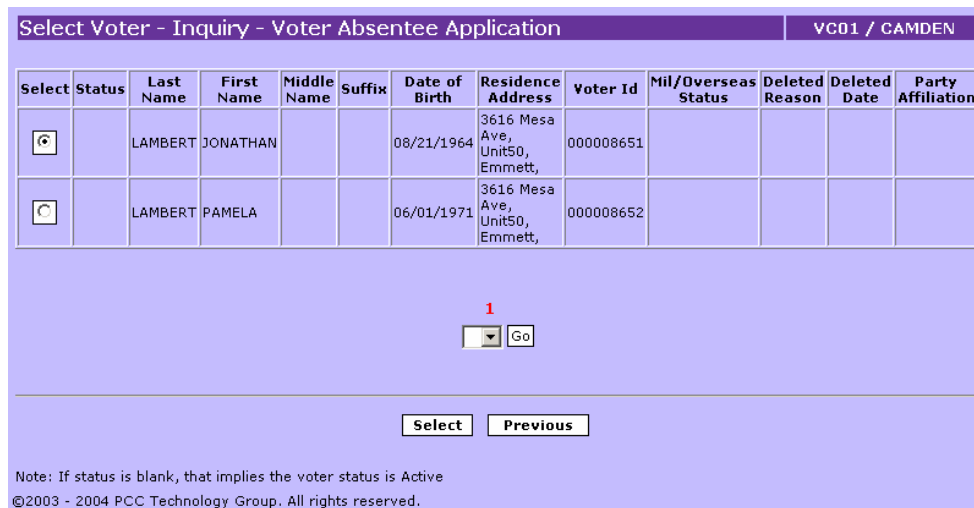
Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers (on page 52)
- Search by Voter Name (on page 53)
- Search by Street Address (on page 53)

Review Search Results

The voters with matching criteria are displayed in the **Select Voter – Inquiry Voter Absentee Application** screen.



| Select | Status | Last Name | First Name | Middle Name | Suffix | Date of Birth | Residence Address | Voter Id | Mil/Overseas Status | Deleted Reason | Deleted Date | Party Affiliation |
|-----------------------|--------|-----------|------------|-------------|--------|---------------|---------------------------------|-----------|---------------------|----------------|--------------|-------------------|
| <input type="radio"/> | | LAMBERT | JONATHAN | | | 08/21/1964 | 3616 Mesa Ave, Unit 50, Emmett, | 000008651 | | | | |
| <input type="radio"/> | | LAMBERT | PAMELA | | | 06/01/1971 | 3616 Mesa Ave, Unit 50, Emmett, | 000008652 | | | | |

1
Go

Select Previous

Note: If status is blank, that implies the voter status is Active
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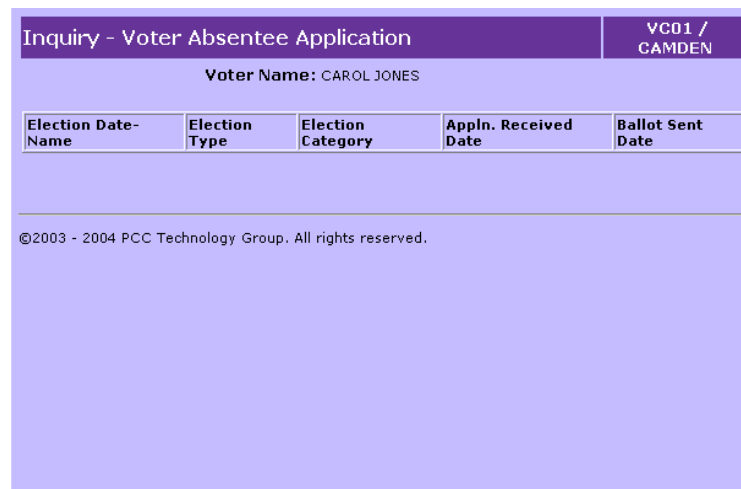
Figure 35: Select Voter - Inquiry - Voter Absentee Application Screen

Select a Voter

On the **Select Voter – Inquiry Voter Absentee Application** screen:

- 1 Select a voter by clicking the **Select** radio button to the left of the record.
- 2 Click on the **Select** pushbutton.

The **Inquiry – Voter Absentee Application** screen is displayed.



| Election Date-Name | Election Type | Election Category | Appln. Received Date | Ballot Sent Date |
|--------------------|---------------|-------------------|----------------------|------------------|
|--------------------|---------------|-------------------|----------------------|------------------|

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Figure 36: Inquiry - Voter Absentee Application Screen

Module 3: Voter Absentee Ballot Inquiry

This function allows the authorized user to view the Absentee Ballot History for a specific voter. A County or Statewide inquiry may be conducted using various search criteria. The Absentee Ballot History on the voter may be viewed, but not altered, from this module.

Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Voter Absentee Ballot**.

The **Inquiry Voter Absentee Ballot** screen is displayed.

Figure 37: Inquiry Voter Absentee Ballot Screen

Enter Search Criteria

The following search options are available for inquiries:

- Search by *Voter Identifiers* (on page 52)
- Search by *Voter Name* (on page 53)
- Search by *Street Address* (on page 53)

Review Search Results

The voters with matching criteria are displayed in the **Select Voter – Inquiry Voter Absentee Ballot** screen.

| Select Voter - Inquiry Voter Absentee Ballot | | | | | | | | | | | VC01 / CAMDEN | |
|--|--------|-----------|------------|-------------|--------|---------------|--------------------------------|-----------|---------------------|----------------|---------------|-------------------|
| Select | Status | Last Name | First Name | Middle Name | Suffix | Date of Birth | Residence Address | Voter Id | Mil/Overseas Status | Deleted Reason | Deleted Date | Party Affiliation |
| <input type="radio"/> | | LAMBERT | JONATHAN | | | 08/21/1964 | 3616 Mesa Ave, Unit50, Emmett, | 000008651 | | | | |
| <input type="radio"/> | | LAMBERT | PAMELA | | | 06/01/1971 | 3616 Mesa Ave, Unit50, Emmett, | 000008652 | | | | |

1

Note: If status is blank, that implies the voter status is Active
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Figure 38: Select Voter - Inquiry Voter Absentee Ballot Screen

Select a Voter

On the **Select Voter – Inquiry Voter Absentee Ballot** screen:

- 1 Select a voter by clicking the **Select** radio button to the left of the record.
- 2 Click on the **Select** pushbutton.

The *Inquiry – Voter Absentee Ballot* screen is displayed.

Inquiry Voter Absentee Ballot

VC01 / CAMDEN

Search Type:

☒ County

☐ Statewide

Voter Identifiers:

Voter ID

NJ Driver's License/
State ID

Legacy ID

Archived Legacy ID

Search Name:

☒ Current

☐ Previous

Voter Name:

Last Name

First Name

Middle Name

Date of Birth

- -

Search Address:

☒ Current

☐ Previous

Street Address:

County

CAMDEN

Municipality

Zip

Search Street Name

Street Search

Search

Reset

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Figure 39: Inquiry - Voter Absentee Ballot Screen

Module 4: Voter Deletions Inquiry

This function displays voters who were deleted. The authorized user may use this functionality to view voters who were deleted in their County.

Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Voter Deletions**.

The **Inquiry – Voter Deletions** screen is displayed for all the deleted voters.

| Select | Deleted Date | Reason For Deletion Name | Old Address | New County | Date of Birth | Voter Id |
|--------|--------------|--------------------------|-------------|------------|---------------|----------|
|--------|--------------|--------------------------|-------------|------------|---------------|----------|

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Figure 40: Inquiry - Voter Deletions Screen

Print List

- 1 Click on the **Print List** pushbutton.

The list of deleted voters is sent to the printer.

Delete Notice

- 1 Select the deleted voters you wish to print Notices for by checking the appropriate **Select** checkboxes. To select all the deleted voters, click on the **Select All** pushbutton.
- 2 Press the **Print Notice** pushbutton

Notices are generated for the selected deleted voters and sent to be batch printed at a later time.

Remove Voters from List

- 1 Select the deleted voters you wish to remove from the list by checking the appropriate **Select** checkboxes. To select all the deleted voters, click on the **Select All** pushbutton.
- 2 Click on the **Delete Selected** pushbutton.

The selected voters are deleted from the Deleted Voters List.

Module 5: County Data Inquiry

This function allows the authorized user to view the street ranges and district information for a specific street.

Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **County Data**.

The ***Inquiry – County Information*** screen is displayed.

| | | | | | | |
|--|----------------------|---------|------------|------------|-------------------|-------------------|
| Inquiry-County Information | | | | | VC01 / CAMDEN | |
| County Name: CAMDEN | | | | | | |
| County Board of Elections | | | | | | |
| Name | Address | Title | Phone No. | Fax No. | Date Last updated | |
| AA AA | AA AA AA NJ 11111 | AA | 1111111111 | 1111111111 | 08/04/2005 | |
| County Clerk | | | | | | |
| County Superintendent of Elections / Commissioner of Registrations | | | | | | |
| Municipal Clerks | | | | | | |
| Municipality Name | Name | Address | Title | Phone No. | Fax No. | Date Last updated |
| | | | | | | |

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Figure 41: Inquiry-County Information Screen

Module 6: Purged Voter Inquiry

Voters who have been Purged may be searched upon through the Purged Voter Inquiry. Purged voters cannot be brought back into the main system

Note: This Lesson is for State Users only.

Navigation

- 1 Select the **Inquiries** Menu.
- 2 Select **Purged Voter**.

The ***Inquiry Voter Purged Voters*** screen is displayed.

Figure 42: Inquiry Voter Purged Voters Screen

Enter Search Criteria

The following search options are available for inquiries:

- Search by Voter Identifiers (on page 52)
- Search by Voter Name (on page 53)
- Search by Street Address (on page 53)

Review Search Results

Voters with matching criteria are displayed on the ***Inquiry – View Purged Voter*** screen. These voters cannot be brought back into the main system.

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CHAPTER 4

Reports: Municipal

County Street List

This is a report of all the streets within the county. Precincts, Congressional District #, Legislative District #, City Precincts, and Tax Code Area are included in the report and are based on street address ranges.

Navigation

- 1 Select the [Reports](#) Menu.
- 2 Select [County Street List](#).

The **County Street List** screen is displayed.

The screenshot shows the 'County Street List' application window. At the top right, it says 'VC01 / CAMDEN'. The main area has three dropdown menus for selection criteria: 'CROMWELL' (with options Caldwell, EDISON, EMMETT), 'EMMETT-01' (with options EMMETT-02, EMMETT-03, Letha-01), and 'EMMETT-01-1' (with options EMMETT-01-1, EMMETT-02-2, EMMETT-03-2). Each dropdown has a 'GO' button next to it. Below these are checkboxes for 'Congressional', 'Legislative', 'Freeholder', 'School', 'Regional School', and 'Fire', all of which are checked. To the right of these is a 'Street Range' dropdown set to 'none'. Below the checkboxes is a 'Requested For:' text input field. Underneath is a section titled 'Report Generation Options :'. It contains four dropdowns: 'Generation Type' (set to PDF), 'PDF Font Type' (set to Arial), 'PDF Font Size' (set to Medium), and 'PDF Page Size' (set to Default). To the right of these is a 'PDF Page Layout' dropdown set to 'Default'. At the bottom of the form are three buttons: 'View', 'Submit Request', and 'Reset'. A copyright notice at the very bottom reads '©2003 - 2004 PCC Technology Group. All rights reserved.'

Figure 43: County Street List Screen

Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:

- Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - If checked, the following should be printed on the report:
 - Congressional
 - Legislative
 - Freeholder
 - School
 - Regional School
 - Fire
 - Optionally select a street range.
- 2 Optionally enter the name of the person or organization requesting the report in the Requested For field. This will print on the selection criteria page (the first page of the report).

Report Status

This activity allows the user to view a list of reports stored in the “Report” queue.

Report Status

- 1 Select the **Reports** Menu.
- 2 Select **Report Status**.

The **Report Status** screen is displayed.

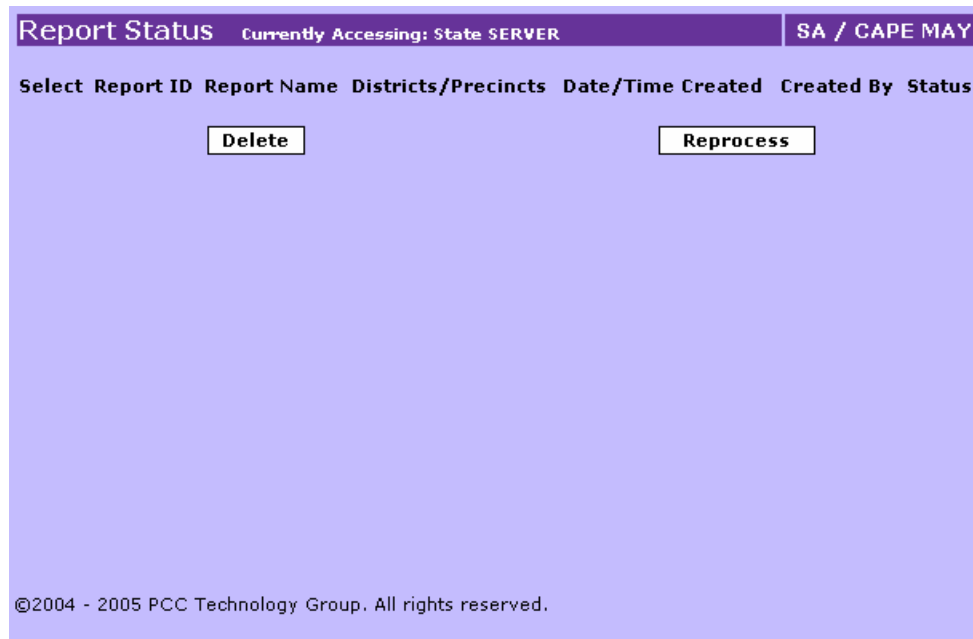


Figure 44: Report Status Screen

Report Criteria

- 1 User may click on the Report Name hyperlink to view the report once the status is "Completed"
- 2 User may click Reprocess to reprocess the report (in case the operation timed out) using the originally selected criteria.
- 3 Clicking the "Reprocess" would also refresh the "Report Status" page

County Contact List

This activity produces a list of county or municipal clerks based on the criteria selected.

Navigation

- 1 Select the **Reports** Menu.
- 2 Select **County Contact List**.

The **County Contact List** screen is displayed.

Figure 45: County Contact List Screen

Report Criteria

- 1 Optionally select Congressional from the drop-down list. If none is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- 2 Optionally select Legislative from the drop-down list. . If none is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- 3 Optionally select County names. . If none is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- 4 Select the Election Official Type from the drop-down list. . If none is selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
- 5 Optionally enter the name of the person or organization requesting the report in the Requested For field. This will print on the selection criteria page (the first page of the report).

Ward District List

This report generates a list of all Ward Districts.

Navigation

- 1 Select the [Reports](#) Menu.
- 2 Select [Ward District List](#).

The **Ward District List** screen is displayed.

Ward District List Currently Accessing: State SERVER SA / CAPE MAY

Municipality
Avalon
Cape May
Cape May Point
Dennis

Ward
Avalon-00
Cape May-00
Cape May-02
Cape May-03

District
Avalon-00-01
Avalon-00-02
Avalon-00-02
Avalon-00-03

Bilingual : ☐

Requested For:

Report Generation Options :

Generation Type: PDF
PDF Font Type: Arial
PDF Font Size: Medium
PDF Page Size: Default
PDF Page Layout: Default

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Figure 46: Ward District List Screen

Report Criteria

None Required

Petitions - Official and Unofficial List of Candidates

This report displays the Official and Unofficial list of candidates. This is a state level report.

Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Petitions - Official and Unofficial List of Candidates**.

The **Petitions – Official and Unofficial List of Candidates** screen is displayed.

Petitions – Official and Unofficial List of Candidates SA / Cape May
Currently Accessing: State SERVER

Municipality
Avalon
Cape May
Cape May Point
Dennis

Ward
Avalon-00
Cape May-00
Cape May Point-00
Dennis-00

District
Avalon-00-01
Avalon-00-02
Avalon-00-03
Cape May-00-01

Party:
Democratic*
Green Party
Independent Party

County
Cape May
Cape May LT
Salem

Sort Options:
☐ Municipality
☐ Ward
☐ District
☒ Candidate Name
☐ Party

Last Name Range(Alpha):
From: A To: Z

Election Date -- Name:
[Dropdown]

Election Code
[Text Box]

Requested For:
[Text Box]

Report Generation Options :
Generation Type PDF
PDF Font Type Arial
PDF Page Size Default
PDF Font Size Medium
PDF Page Layout Default

View **Submit Request** **Reset**

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Figure 47: Official and Unofficial List of Candidates Screen

Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
 - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Optionally select one or multiple County options from the drop-down list. If no specific County options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Optionally, select a specific Party from the drop-down list. If no Party is selected, all will be displayed. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Select Election Date – Name from the drop-down list.
 - Optionally select one or multiple Office Sought options from the list box. If no specific Office Sought options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Optionally enter Last Name Range From and To.
 - Optionally select Sort Options from the Sort Options Column

Master Street Index with Poll Location

This report is a master street index with each of the associated Poll Locations.

Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Master Street Index with Poll Location**.

The **Master Street Index with Poll Location Report** screen is displayed.



Figure 48: Master Street Index with Poll Location Report Screen

Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
 - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Optionally select one or multiple Ward options from the drop-down list. If no specific Ward options are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Optionally select Sort Options from the Sort Options Column.

Media Report

This is a media report.

Navigation

- 1 Select the **Reports** Menu.
- 2 Select **Media Report**.

The **Media Report** screen is displayed.



Figure 49: Media Reports Screen

Report Criteria

- 1 Choose the selection criteria for the report must be by District, which is a concatenated list of Municipality/Wards for the logged in county as well as:
 - Optionally select a specific Municipality from the drop-down list of the logged in County. If no specific Municipalities are selected, the report will be generated for all. If multiple selections are desired, hold down the CTRL key while clicking on selections. If a range of selections is desired, hold down the SHIFT key.
 - Optionally select Sort Options from the Sort Options Column

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